

FAIR ACT INVENTORY USER'S GUIDE

FUNCTION CODES

September 15, 2000

The following list of Function/Activity Codes will be used to complete the Year 2000 Commercial Activities Inventory. The Function Codes provide a standardized way for an agency to describe those activities which the agency has determined are commercial in nature, based on the agency's application of the criteria in OFPP Policy Letter 92-01. Given the wide range of activities described in the following list, the inclusion of a particular Function Code in the list does not mean that work which might be described by that Code should necessarily be viewed as "commercial" -- again, to determine whether an activity is "commercial," the agency must evaluate the work under Policy Letter 92-01, and in so doing take into consideration the context in which the work is performed. While agencies may augment these Function Codes for internal use, by adding to the existing alphanumeric codes provided, agencies may not create new codes or add additional codes in the submission to OMB. Agencies are to use only the following approved Function Codes in their June 2000 submission, unless otherwise approved in advance by OMB."

A - Recurring Testing and Inspection Services

- A100 Electronic
- A200 Health Care
- A300 Safety
- A400 Transportation
- A500 Food and Drug
- A600 Other Technical Testing or Inspection
- A700 Systems Certification Services
- A000 Administrative Support

B - Personnel Management

- B100 Classification
- B102 Classification Reviews
- B200 Employee Development
- B300 Staffing Reviews
- B301 Processing
- B302 Manpower Research and Analysis
- B303 Manpower Development
- B400 Employee Relations

- B400 Employee Relations support
- B401 Benefits Reviews and Analysis
- B500 Labor Relations and Support
- B501 Agency Equal Employment Opportunity Reviews
- B502 Negotiated Dispute Resolution
- B600 Examining
- B700 Personnel Management Specialist
- B701 Personnel Operations Management
- B702 Personnel IT Support
- B000 Personnel Administrative Support

C - Finance and Accounting

- C100 Voucher Examining
- C200 Cash Receipt
- C300 Accounting Technicians
- C301 Accounts Payable
- C302 Travel Processing
- C303 Fixed Assets
- C304 Accounts Receivable
- C305 Collections
- C306 Customer Billings
- C307 General Accounting
- C308 Financial Report Generation
- C309 Cost Accounting
- C310 Payroll Processing
- C311 Claims Analysis
- C312 Payments Issuance Support/Processing
- C313 Financial Systems Support
- C314 Financial Management and Program Planning
- C315 Financial Management Operations
- C316 Financial Systems Development and Planning
- C317 Financial Systems Operations
- C400 Budget Support
- C401 Financial Analysis
- C402 Cash and Debt Management
- C403 Financial Program Management
- C404 Business Performance Reporting
- C405 Business Performance Analysis
- C406 Cost Analysis
- C407 Mortgage Analysis
- C408 Asset Management and Disposal
- C409 Property Oversight

C500 External Auditing
C501 Internal Auditing
C000 Administrative Support

D - Regulatory and Program Management Support Services

D100 Regulatory Activities Support
D101 Regulatory Economists/Statisticians
D102 Regulatory Audits
D103 Salary/wages Reviews
D104 Labor Wage and Hour Compliance Reviews
D105 Education Benefits and Entitlements Analysis
D106 Loan Guaranty Benefits and Entitlements Analysis
D107 Vocational Entitlements Analysis
D200 Data Collection and Analysis
D201 Customer Surveys and Evaluations
D300 Statistical Analysis
D400 Compliance Surveys and Inspections
D410 Compliance Operations
D411 Compliance Assessments
D500 Benefits and Entitlements Services
D501 Customer Services
D502 Administrative Reviews
D503 Compensation Claims Reviews
D504 Insurance Analysis
D505 Compensation Claims Examining
D604 Customer Service Contacts
D606 Asset Appraisal and Valuation
D700 Systems Design, Testing and Certification
D701 Program Marketing and Outreach
D702 Program Planning and Support
D703 Application Receipt and Processing
D704 Program Monitoring and Evaluation
D705 Program Marketing and Outreach
D706 Program Monitoring
D707 Program Evaluation
D708 Application Receipt/Processing
D709 Mortgage Underwriting
D710 Field Inspection Services
D711 External Equal Employment Opportunity Reviews
D712 Safety and Occupational Health Management
D713 Safety and Occupational Health Inspections
D720 Independent Appeals Reviews

D800 Air Traffic Control
D801 Air Traffic Systems Inspections
D900 Maritime Traffic Control
D910 Operation of Locks and Dams
D920 Buoy Maintenance
D930 Mine Safety and Health
D000 Administrative Support

E - Environment

E100 Hazardous Waste Management
E101 Environmental Restoration Analysis
E102 FIFRA/FDCA Risk Analysis
E103 FSCA Risk Analysis
E104 Environmental Clean-up Services
E200 Solid Waste Data Collection/Analysis
E300 Pollution Prevention
E400 Air Pollution Data Collection/Analysis
E401 Clean Air Act Pollution Prevention
E500 Water Data Collection/Analysis
E501 Clean Water Act Compliance/Pollution Prevention
E502 Safe Drinking Water Act Compliance/Pollution Prevention
E503 Occupational Safety, Health and Environmental Compliance
E600 Environmental Planning/NEPA
E601 Environmental Impact Statements
E602 Environmental Impact Statement Reviews
E700 Resource Conservation and Recovery Act Compliance/Pollution Prevention
E800 Multimedia Compliance/Pollution Prevention
E801 Trusteeship
E000 Administrative Support

F - Procurement

F100 Quality Assurance
F200 Contracting (Operational)
F300 Contracting (Analysis)
F400 Recurring Purchasing
F000 Administrative Support

G - Social Services

G001 Care of Remains of Deceased Personnel & Funeral Services
G008 Commissary Store Operation

- G009 Clothing Sales Store Operations
- G010 Recreational Library Services
- G011 Morale, Welfare, and Recreation Services
- G012 Community Services
- G100 Disaster Relief Applications Services
- G101 Disaster Relief Services
- G102 Librarian Services
- G103 Library Operations and Management
- G104 Technical/Professional/Legal Library Information Services
- G900 Chaplain Activities and Support Services
- G901 Housing Administrative Services
- G904 Family Services
- G905 Community Relations
- G999 Other Social Services
- G000 Administrative Support

H - Health Services

- H101 Hospital Care
- H102 Surgical Care
- H103 Surgical Services
- H105 Nutritional Care
- H106 Pathology Services
- H107 Radiology Services
- H108 Pharmacy Services
- H109 Physical Therapy
- H110 Materiel Services
- H111 Orthopedic Services
- H112 Ambulance Services
- H113 Dental Care
- H114 Dental Laboratories
- H115 Clinics and Dispensaries
- H116 Veterinary Services
- H117 Medical Records
- H118 Nursing Services
- H119 Preventive Medicine
- H120 Occupational Health
- H121 Drug Rehabilitation
- H201 Medical Services
- H202 Psychiatric and Psychology Services
- H203 Ambulatory Care Services
- H204 Domiciliary Care
- H205 Extended Care Services

H206 Social Work
H207 Field Pathology & Laboratory Medicine
H208 Audiology & Speech Pathology Services
H209 Nuclear Medicine Services
H210 Pediatric Services
H211 Optometric Services
H212 Spinal Cord Injury Services
H213 GRECC Services
H214 Neurology Services
H215 Dermatology Services
H216 Radiation Therapy Services
H217 Mental Illness Research, Education & Clinic
H218 Rehabilitation Medicine Services
H219 Nutrition & Food Production Services
H220 Blind Rehabilitation Services
H221 Recreation Services
H222 Prosthetics & Sensory Aides Services
H223 Ambulatory Care Administration
H224 Learning Resource Centers
H225 Federal Employee Health Services
H226 VISN Services & VISN Support Service Center
H227 Veterans Canteen Service
H300 Emergency Medical Services Management Planning
H301 Emergency Medical Services
H400 Medical Evaluation Services
H401 Medical Officers
H402 Industrial Hygiene Reviews and Analysis
H403 Health Inspections
H404 Health Services Administration and Management
H500 Dialysis Services
H501 Anesthesiology
H502 Diagnostic Radiology
H503 Geriatrics
H504 Geriatric Research
H505 Geriatric Clinical Centers
H506 Orthopedic Shoe Services
H507 Orthotics Laboratory
H600 Hospital Administration
H601 Ward Administration
H602 Income Verification
H603 Claims Analysis
H604 Hospital Supply and Distribution
H605 Ambulatory Care Administration

H606 Information Resource Management Services
H607 Voluntary Services Administration
H608 Records Administration
H609 Bed Services and Patient Assistance
H610 Waste Management
H999 Other Health Services
H000 Administrative Support

I - Investigations

I100 Inspector General Services
I200 Safety
I415 Non-field Technical Support to Criminal Investigations
I416 Non-Field Administrative Support Criminal Investigations
I420 Financial Audits
I430 Performance Audits
I440 Management Evaluations/Audits
I441 Logistics Audits
I500 Background investigations
I501 IG Data Collection and Analysis
I502 Case Assessment/Management/Disposition
I000 Administrative Support

J - Intermediate, Direct or General Repair and Maintenance of Equipment

J501 Aircraft Maintenance
J502 Aircraft Engine Maintenance
J503 Missiles
J504 Vessels
J505 Combat Vehicles
J506 Noncombat Vehicles
J507 Electronic and Communication Equipment Maintenance
J510 Railway Equipment
J511 Special Equipment
J512 Armament
J513 Dining Facility Equipment
J514 Medical and Dental Equipment
J515 Containers, Textile, Tents, and Tarpaulins
J516 Metal Containers
J517 Training Devices and Audiovisual Equipment
J519 Industrial Plant Equipment
J520 Test, Measurement and Diagnostic Equipment

J521 Other Test, Measurement and Diagnostic Equipment
J522 Aeronautical Support Equipment
J999 Maintenance of Other Equipment
J000 Administrative Support

**K - Depot Repair, Maintenance, Modification, Conversion
or Overhaul of Equipment**

K531 Aircraft
K532 Aircraft Engines
K533 Missiles
K534 Vessels
K535 Combat Vehicles
K536 Noncombat Vehicles
K537 Electronic and Communication Equipment
K538 Railway Equipment
K539 Special Equipment
K540 Armament
K541 Industrial Plant Equipment
K542 Dining and Facility Equipment
K543 Medical and Dental Equipment
K544 Containers, Textile, Tents, and Tarpaulins
K545 Metal Containers
K546 Test, Measurement and Diagnostic Equipment
K547 Other Test, Measurement and Diagnostic Equipment
K548 Aeronautical Support Equipment
K999 Other Depot Repair, Maintenance, Modification, Conversion or Overhaul of
Equipment
K000 Administrative Support

L - Grants Management

L100 Application Services
L101 Application Reviews and Evaluations
L102 Independent Grant Review Appeals
L200 Grants Monitoring and Evaluation
L000 Administrative Support

P - Base Maintenance/Multifunction Contracts

P100 Installation Operation Contracts (Multi-function)
P000 Administrative Support

R - Research, Development, Test, and Evaluation (RDT&E)

R100 Theoretical Research
R103 Biomedical Research
R104 Animal Research
R200 Basic R&D
R300 Developmental
R400 Testing
R500 Acceptance
R600 Applied Research
R660 RDT&E
R900 Operation and Maintenance of Physical Plant
R901 Building & Grounds Maintenance
R902 Models Design and Construction
R000 Administrative Support

S - Installation Services

S700 Natural Resource Services
S701 Public Affairs/Relations
S702 Financial and Payroll Services
S703 Debt Collection
S706 Bus Services
S708 Laundry and Dry Cleaning
S709 Custodial Services
S710 Pest Management
S712 Refuse Collection and Disposal Services
S713 Food Services
S714 Furniture Repair
S715 Office Equipment Maintenance and Repair
S716 Motor Vehicle Operation
S717 Motor Vehicle Maintenance
S718 Fire Prevention and Protection
S719 Military Clothing
S720 Prison Plant Operations and Maintenance
S721 Prison Security Operations (Guards)
S723 Other Prison Operations (Food, Administrative)
S724 Other Guard Services
S725 Electrical Plants and Systems Operation and Maintenance
S726 Heating Plants and Systems Operation and Maintenance
S727 Water Plants and Systems Operation and Maintenance
S728 Sewage and Waste Plants Operation and Maintenance

S729 Air Conditioning and Refrigeration Plants
S730 Other Utilities Operation and Maintenance
S731 Supply Operations
S732 Warehousing and Distribution
S733 Building Services
S734 Leasing Services
S735 Engineering Services
S736 Plumbing Craft Support Services
S737 Electrical Craft Support Services
S739 Locksmithing
S740 Transportation Management Services
S741 Supply, Warehousing and Distribution Services Management
S742 Inventory Analysis and Management
S743 Vehicle Acquisition Support Services
S744 Fleet Management Services
S745 Security and Protection Services
S750 Museum Operations
S751 Curator Services
S752 Exhibits Management and Planning
S753 Facility Security Management
S760 Contractor-Operated Parts Stores & Civil Engineering Supply Stores
S999 Other Installation Services
S000 Administrative Support

T - Other Non-Manufacturing Operations

T600 Real Property Management
T601 Real Property Disposal
T602 Property Development
T603 Real Property Acquisition Support Services
T700 Miscellaneous Program Management
T800 Ocean Terminal Operations
T801 Storage and Warehousing
T802 Cataloging
T803 Acceptance Testing
T804 Architect-Engineering
T805 Operation of Bulk Liquid Storage
T806 Printing and Reproduction
T807 Visual Information
T808 Mapping and Charting
T809 Administrative Telephone Services
T810 Air Transportation Services
T811 Water Transportation Services

T812 Rail Transportation Services
T813 Engineering and Technical Services
T814 Aircraft Fueling Services
T815 Scrap Metal Operation
T816 Telecommunication Centers
T817 Other Communications and Electronics Systems
T818 Systems Engineering and Installation of Communications Systems
T819 Preparation and Disposal of Excess and Surplus Property
T820 Administrative Support Services
T821 Special Studies and Analysis
T822 Operations Research
T823 Actuarial Services
T830 Interior/Facility Design
T831 Drafting Services
T832 Construction Management
T833 Civil Engineering & Analysis Services
T834 General Engineering & Analysis Services
T835 Chemical Engineering & Analysis Services
T836 Electrical Engineering & Analysis Services
T837 Fire Protection Engineering & Inspection
T838 Safety Engineering & Analysis Services
T839 Mining Engineering & Analysis Services
T840 Geodetic Engineering and Analysis Services
T841 Geological Analysis
T850 Forestry Management Support
T851 Forestry Operations
T852 Soil Conservation Evaluation & Analysis
T853 Soil Conservation Operations
T854 Royalty Management Operations.
T855 Industrial Engineering
T900 Training Aids, Devices, and Simulator Support
T999 Other Non-Manufacturing Operations
T000 Administrative Support

U - Education and Training

U100 Recruit Training
U200 Officer Acquisition Training
U300 Specialized Skill Training
U301 Training Management
U302 Training Administration
U303 Training Technical Support
U304 Vocational Training

- U305 Vocational Rehabilitation
- U400 Flight Training
- U500 Professional Development Training
- U501 Management Training
- U502 Medical & Health Training
- U503 Engineering & Architectural Training
- U504 Legal Training
- U505 Business/Financial/Budget Training
- U506 Inspection (IG) Training
- U510 Professional Military Education
- U520 Graduate Education, Fully Funded, Full-time
- U530 Other Full-time Education Programs
- U540 Off-Duty (Voluntary) and On-Duty Education Programs
- U600 Civilian Education and Training
- U610 Law Enforcement Training
- U700 Dependent Education
- U800 Training Development and Support
- U999 Other Training Functions
- U000 Administrative Support

W - Automatic Data Processing

- W500 Data Maintenance
- W501 Report Processing/Production
- W600 Data Center Operations
- W601 Information Technology Management
- W824 Data Processing Services
- W825 Maintenance of ADP Equipment
- W826 Systems Design, Development and Programming Services
- W827 Software Services
- W828 Seat Management Services
- W829 Client Services
- W999 Other ADP Functions
- W000 Administrative Support

X - Products Manufactured and Fabricated In-House

- X931 Ordnance Equipment
- X932 Products Made From Fabric or Similar Materials
- X933 Container Products and Related Items
- X934 Preparation of Food and Bakery Products
- X935 Liquid, Gaseous and Chemical Products
- X936 Rope, Cordage, and Twine Products; Chains and Metal Cable Products

- X937 Logging and Lumber Products
- X938 Communications and Electronic Products
- X939 Construction Products
- X940 Rubber and Plastic Products
- X941 Optical and Related Products
- X942 Sheet Metal Products
- X943 Foundry Products
- X944 Machined Parts
- X999 Other Products Manufactured and Fabricated In-House
- X000 Administrative Support

Y - Other Selected Functions

- Y130 Intelligence
- Y150 Classified Activities
- Y160 Corporate Planning
- Y400 Legal Services
- Y401 General Attorney's Services
- Y403 Paralegal
- Y410 Criminal Investigation
- Y440 Federal Licensing and Permitting
- Y450 Maritime Activities
- Y451 Search and Rescue
- Y452 Aids to Navigation
- Y453 Marine Safety/Inspection
- Y510 Budget and Financial Program Management
- Y511 Budget Execution Support Services
- Y520 Public Works and Real Property Maintenance Program Management
- Y530 Personnel, Community Activities and Manpower Program Management
- Y540 Maintenance and Logistics Program Management
- Y550 Information and Telecommunications Program Management
- Y651 Identifying and Developing Consumer/Customer Information Services
- Y650 Acquisition (Equipment and Weapons Systems)
- Y999 Other Functions
- Y000 Administrative Support

Z - Maintenance, Repair, Alteration, and Minor Construction of Real Property

- Z991 Maintenance and Repair of Family Housing Buildings and Structures
- Z992 Maintenance and Repair of Buildings and Structures Other Than Family Housing
- Z993 Maintenance and Repair of Grounds and Surfaced Areas
- Z997 Maintenance and Repair of Railroad Facilities
- Z998 Maintenance and Repair of Waterways

Z999 Other Maintenance, Repair, Alteration, and Minor Construction of Real Property
Z000 Administrative Support